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# Records Management Guidance
# for State, County, and Local Government

**Search Records Retention Schedules:**

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**Transfer Permanent Records to the Archives**

- Laws, Rules, and Regulations
- What is a Public Record?
- What is Records Management?
- Email Guidance
- Roles & Responsibilities
- Schedule Preparation
- Records Transfers
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## Laws, Rules, and Regulations

The purpose of this site is to guide Maryland **State**, **county**, and **local** government agencies in the management of public records. The Annotated Code of Maryland State Government Article 10, sections 631-634 and COMAR 14.18.02 require every State, county or local government agency to develop a program to efficiently manage its records. This includes the establishment and/or regular revision of records retention and disposition schedules. The head of each agency or office is responsible for ensuring that all records created or received by that agency are on an approved records retention and disposition schedule.

The willful, unauthorized destruction or alienation of any public record is a misdemeanor subject to criminal penalties set forth in the Annotated Code of Maryland (Criminal Law Article 8, section 606). A public record may not be disposed of without authorization from the State Archivist. This authorization must be obtained by means of filing a records retention and disposition schedule with the State of Maryland. The Schedule Preparation section of this web site provides guidance on the development and approval of records retention schedules.

If you are a **State** agency with an approved records retention schedule and would like to transfer **non-permanent** records to the State Records Center, please contact the Records Management Division at 410-799-1379. Agencies must complete and submit a Records Transmittal and Receipt Form (DGS 550-5) prior to transfer.

If you already have an approved records retention schedule and would like to arrange for the transfer of **permanent** records to the Archives, please visit the transfer.mdsa.net site. Forms, instructions and contact information for the transfer of permanent records to the Archives are available online.

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## What is a Public Record?

The International Standards Organization (ISO) defines **records** as "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business." For the State of Maryland, agencies need only be concerned with **public records**.

The Annotated Code of Maryland State Government Article 10, section 611 defines a public record as the original or any copy of any documentary material that is made by a unit or instrumentality of the State government or of a political subdivision or received by the unit or instrumentality in connection with the transaction of public business. This includes records or documents required by law to be filed with or kept by an agency of the State, county, or municipality.

Public records can be in any form and format (paper, microfilm, electronic, etc.). **Electronic records** are records in computerized or machine-readable format, including but not limited to email, voice mail, agency web pages, databases, source data, and derived digital products, such as maps and electronic government publications. Depending on their **content**, electronic records can be either permanent or non-permanent records.

The definition of public record is found in the Maryland Public Information Act (Annotated Code of Maryland State Government Article 10, sections 611 through 630). The purpose of the Public Information Act is to provide the public with a broad right to access records that are in the possession of State, county, and local government agencies. The Act applies to all branches of Maryland State Government, as well as local government.

The Office of Attorney General publishes a detailed legal analysis of the Act in the Maryland Public Information Act Manual. The Manual is available for purchase for $10 by sending a check to Office of Attorney General, Opinions and Advice Division, 200 St. Paul Place, Baltimore, Maryland 21202. The Manual also is available without charge on the Attorney General’s website at www.oag.state.md.us.

Decisions about the retention and disposition of records should be based on their **content**, not their format.

Examples of public records include but are not limited to:

- cards
- computerized records
- correspondence
- drawings
- film or microfilm
- forms
- maps
- photographs or photostats

- recordings
- tapes
- database records
- security log files
- scanned images
- web pages

Other examples of public records are printed and electronically stored versions of email messages, email messages never printed out, and email messages related to agency business on an agency employee's home computer.

All public records fall into one of two categories:

- **Permanent records** are public records which have been appraised by law, statute, rule, agency personnel and/or the State Archivist as having ongoing administrative, fiscal, legal, historical or other archival value. Permanent records must be transferred to the State Archives for preservation and permanent retention. Examples of permanent records include, but are not limited to: official correspondence that serves to document the origins, history, and accomplishments of an agency, agendas and minutes of official meetings, books of final entry and general ledgers, and external audits of the agency. An agency's retention schedule should (1) identify which records are permanent and (2) state how long permanent records need to be maintained at the originating agency prior to transfer to the Archives. Records designated as permanent are permanent in any form or format. Electronic records designated as permanent must be maintained and transferred to the State Archives in accordance with COMAR 14.18.04.

- **Non-permanent records** are public records with temporary value which may be disposed of after the passage of a specified period of time. Disposal criteria must be specified in an approved records retention and disposition schedule. Examples of non-permanent records include personnel records and timesheets, purchase orders, agency reference copies of State laws and publications, agency reference copies of legislative audits, and draft agendas and unofficial minutes of meetings.

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## What is Records Management?

Records management is the practice of identifying, classifying, archiving, preserving, and destroying records. Almost every activity of business or government is accomplished or documented through some form of record. Information, instructions, directives, and other communications are routinely circulated through an organization. Historically, such information was circulated in paper form. Now, it is more usual to see these communications accomplished electronically through email or voicemail. Regardless of how it is created and circulated, records in such quantities that we would soon bury ourselves unless proper controls were established to limit the amount of record material to be kept. These controls are embodied in an agency records management program.

An effective records management program is a comprehensive system of guidelines and procedures for efficient and economical control of records and information created, received, used, and kept by agencies of State, county, and local government. It includes control of a piece of paper (or other records media or format) through its life cycle -- from its creation to its transfer to the State Archives for permanent retention or its final disposition (destruction by recycling, burning, shredding, etc.).

### Records Life Cycle Management

While controlling the life cycle of records, records management must include the preparation of records retention and disposition plans and programs. The records manager

- determines what agency records exist, and in what formats
- ensures that retention decisions are compatible with organizational missions and goals
- establishes the ultimate disposition of records-that is, their permanent retention or disposition

Some records are **archival** in nature; that is, they have permanent value. Accordingly, decisions of the records manager in regard to the retention and/or disposition of records are subject to review by the State Archivist. Such review is meant to ensure that records of a permanent nature are retained in perpetuity. The State Archivist, after approving records retention and disposition schedules, passes the responsibility back to the individual agency records manager to ensure that archival materials are properly transferred to the State Archives for permanent preservation.

Principal stages in the life cycle of records are

- records creation
- records maintenance, including migration to new storage media
- records disposition or transfer

Techniques which may be applied to creation and maintenance of records include

- correspondence management
- forms control and design

- reports management
- files management
- directives management
- mail management

Records disposition requires a decision that determines when records are no longer needed for current operations. If they are deemed to be permanent, they are transferred to the State Archives for permanent retention. If they are considered non-permanent, the decision can be made to transfer them to a records center, reproduce them digitally or on microfilm (and thereafter destroy the duplicate paper record), or to destroy them.

**Benefits of Effective Records Management**

Effective records management ensures transparency and efficiency in government. It limits an agency's financial and legal liability. It also can save money, manpower, time, and space. Ultimately, the attention paid to good records management safeguards the legacy of valuable historical government documents.

Careful adherence to sound records management principles and practices reduces agency risk with respect to security and legal liability. A comprehensive program increases agency protection from costly litigation if records were destroyed when they should have been retained, or were not destroyed at the appropriate time. In addition, effective electronic records management will help to ensure compliance with State IT security standards. The unauthorized destruction or alienation of any public record is a misdemeanor subject to criminal penalties set forth in the Annotated Code of Maryland (Criminal Law Article 8, section 606).

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## Email Retention Guidance and Policies

### Definitions

**Email systems** store and deliver text messages and attachments from one computer user to another.
**Email messages** are electronic documents created and sent or received by a computer system. Email messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters. An email message is a record created or received by an agency. Whether the email serves to document the organization, functions, policies, decisions, procedures, operations or other activities of an agency is the deciding factor as to its status as a record.

### What email should be kept and how long?

Email should not be given any special treatment because in essence it is just like any other form of written correspondence. The only differentiating quality between email and paper correspondence is the medium or mode of delivery. Email itself is not considered a record series or category. It is a means of transmission of messages or information. Like paper or microfilm, email is the medium by which this type of record is transmitted.

The two criterias in determing the retention and disposition of email are whether the record is non-permanent or permanent. Email messages that have significant administrative, legal, fiscal, and/or historical value should be designated as permanet records.

Records with permanent value include but are not limited to the following:

1. documentation of State policy *(eg. laws, rules, and court decisions)*
2. documentation of the policy process *(eg. policy directives, minutes of meetings, transcripts of selected hearings)*
3. protection of vital public information *(eg. births, deaths, marriages and reports)*.

Recommendations re: email retention periods

- Personal email: Delete immediately
- Non-record email: Delete immediately
- Non-permanent email: Delete after a certain period of time, per approved records retention schedule
- Permanent email: Transfer to Archives in accordance with Archives' rules and regulations in COMAR 14.18.04

Non-permanent emails serve to convey information of temporary importance in lieu of oral communication. They include but are not limited to: routine correspondence, activity reports, and weekly fiscal reports. Permanent documents are records that are deemed to have lasting administrative, legal, fiscal and/or historical value beyond the life of the creator. These may include but are not limited to: meeting minutes, policy statements, and end of year reports.

**Who should save email and how?**

Some feel the individual who sends an email message should maintain a record copy of the message. However, the varied use and wide distribution of email may result in many exceptions to this rule that will have to be dealt with internally. There are clearly instances when the recipient should maintain the record.

After a specified periods of time in the employees inboxes, messages of permanent value should be transferred to other boxes or designated files on the agency's server, in accordance with retention requirements. Email that is designated as permanent should be saved to an online storage folder or permanent near-line storage periphery. Permanent emails must be periodically transferred to the archives in accordance with Archives' rules and regulations in COMAR 14.18.04.

In order to aid in the managing of the email system, the creator should provide descriptive subject lines. This not only enhances the email but also makes retention much easier.

The system should be maintained in a format that preserves contextual information and that facilitates retrieval and access. The system should allow for periodic deletion of non-permanent messages as well as transfer of permanent messages to a central repository. Both permanent and non-permanent records should be stored in a logical filing system.

The system administrator and records management officer of the agency should manage the email system and transfer to the Archives, per retention schedule, file folders containing saved permanent email in accordance with Archives' rules and regulations in COMAR 14.18.04

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## Roles & Responsibilities

Three main groups in State, county, and local government have roles and responsibilities for records management:

- State, county, and local agencies
- Department of General Services, Records Management Division
- Maryland State Archives

### Agency Responsibilities

COMAR 14.18.02.01 defines "agency" as any unit of State, county, or local government or any instrumentality of the State.

All agencies shall identify and preserve permanently valuable records, safeguard their legal and fiscal accountability; document their administrative history, and ensure ongoing public access to the public records. This is accomplished by

- Developing a records management program according to guidance provided on this web site and in the Records Management Handbook provided by the Department of General Services, Records Management Division.
- Appointing a records management officer for the agency. This is the individual designated by the agency to coordinate the records management program for that agency. The records management officer provides agency-wide guidance and information concerning its records management program and serves as the contact point for program information. Ideally, all records management information into and out of the agency should flow through this individual.
- Designating records liaisons at the appropriate organizational levels within the agency where knowledge of specific records series exist. This should be an individual who possesses enough familiarity with an agency's mission and records to provide meaningful information and advice concerning records retention and disposition actions.
- Establishing, implementing, maintaining, and revising the records retention and disposition schedules. COMAR 14.18.02 mandates that schedules shall be established, reviewed, and revised, if necessary, every 5 years. A schedule may be amended or revised at any time by an agency or office, or at the request of the Records Management Division or State Archives. Reasons for amendments or revisions include the creation of new records series, changes in record-keeping practices, changes in record formats, and reorganization of an agency or office.
- Transferring permanent government records to the Maryland State Archvies in accordance with Archives' rules and regulations.
- Transferring non-permanent State agency records to the Department of General Services, Records Management Division, as needed.
- Submitting to the State Archives for review any proposed legislation that will alter the manner or nature of record-keeping within that agency. This proposed legislation must be accompanied by any relevant Attorney General opinions.

## Department of General Services

The Department of General Services, Records Management Division supports records management by

- Developing programs and policies for efficient records management for State, county, and local agencies.
- Providing consultation and advice to State, county, and local agencies with respect to records management.
- Assisting agency and office personnel in the development of records retention schedules and providing necessary forms for schedule development and revision.
- Reviewing proposed records retention and disposition schedules.
- Maintaining approved records retention and disposition schedules.
- Providing storage space as available for non-permanent State agency records at the State Records Center.
- Retrieving upon the records stored in the State Records Center.
- Disposing of records stored in the State Records Center on behalf of State agencies, in accordance with approved retention schedules.
- Reviewing and maintaining disposal certificates for State agencies.
- Overseeing the survey of all State records every five years.
- Compiling forms management statistical information by forms category from each department or independent unit and producing the annual Forms Management Report for the Maryland General Assembly.

## Maryland State Archives

The Maryland State Archives is the repository of all permanent government records in the State of Maryland. The Archives supports State, county, and local records management by

- Providing assistance upon request to State, county, and local agencies with respect to the determination of what records may or may not be deemed permanent.
- Reviewing and approving records retention schedules.
- Maintaining approved records retention and disposition schedules.
- Reviewing, approving, and maintaining disposal certificates for the Maryland Judiciary.
- Assisting agencies in the development of file specifications and procedures for transfer and retention of permanent electronic records.
- Providing storage space for permanent State, county, and local agency records and assisting with the transfer of permanent records to the Archives.
- Maintaining a web-based records survey tool for agency use with instructions at http://transfer.mdsa.net.

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## Retention Schedule Preparation

### Records Survey

A **records survey** is an actual physical analysis of all records series (in any form or format) maintained by an agency. It is the first step in preparing a records retention and disposition schedule. A records survey should be submitted for each record series using DGS 550-4, Agency Records Inventory Form. This form is available from the Records Management Division of the Department of General Services.The following information is required for each record series described in the survey:

- A record series title
- The year of the earliest and latest records in the record series
- Physical form or forms of the record series, such as letter size paper, legal size paper, bound book, audio tape, video tape, film, or other medium
- The total quantity of materials contained in the record series, stated in terms of the number of units, such as cubic feet, number of reels of film, or number of tapes, etc.
- Estimated annual growth of the record series
- Frequency of reference to the record series, stated in terms of daily, weekly, or monthly usage
- Current location or locations of the record series
- A record series description, which includes the following:
    - Brief description of the types of documents found in the record series
    - Activity or function documented by the record series
    - Forms, if any, included in the record series
    - Organizational structure, or type of filing system, such as alphabetical, chronological, numerical, geographical, or other
    - Type and explanation of indexing system, if any, including a brief description of any hardware or software, or both, used to provide index access
    - If the record series or index is duplicated in whole or in part elsewhere, and the name of the agency or office having a copy
    - Access restrictions, if any, based on laws or regulations, with the citations
    - Audit requirements, if any.

**Electronic records** must be surveyed to document each record series in digital format, regardless of whether they exist elsewhere in some other form or format. The electronic records survey should be submitted for each electronic record series using DGS 550-6, Electronic Records Inventory Form. These forms are available from the Records Management Division.

The following information is required for each electronic record series described in the survey:

- The source and use of the record
- A record series description which includes the following:
    - Data definitions and structure of information contained in the system, and any

    other metadata available
    - Policies on access and use
    - Purpose and function of the system
    - Updating cycles or conditions and rules for revising information in the system
    - Location and media in which electronic records are maintained through the electronic records life cycle
    - Character and content of each electronic record
- Disposition plan for the electronic records, including transfer of permanent electronic records to the Archives
- The means for transferring permanent electronic records to the Archives in a format that meets the criteria for electronic records retention and transfer, as set forth in COMAR 14.18.04.

The Archives maintains a preliminary web-based records survey tool for agency use with instructions at http://transfer.mdsa.net. The Archives assists in the development of file specifications and procedures for transfer and retention of permanent electronic records.

### Records Appraisal

Records appraisal is an analysis of all records within an agency to determine their administrative, fiscal, historical, legal, or other archival value. The purpose of this process is to determine for how long, in what format, and under what conditions a record series ought to be preserved. Records appraisal is based upon the information contained in the records inventory. Records series shall be either preserved permanently or disposed of when no longer required for the current operations of an agency or office, depending upon:

- Historical value or the usefulness of the records for historical research, including records which show an agency origin, administrative development, and present organizational structure
- Administrative value or the usefulness of the records for carrying on an agency's current and future work, and to document the development and operation of that agency over time
- Regulatory and statutory requirements
- Legal value or the usefulness of the records to document and define legally enforceable rights or obligations of government and/or citizens
- Fiscal value or the usefulness of the records to the administration of an agency's current financial obligations, and to document the development and operation of that agency over time
- Other archival value as determined by the State Archivist.

### Retention Schedule Preparation

The records retention and disposition schedule is an official document that lists and describes all records of an agency or office; authorizes the permanent retention by the Archives of those records considered by statute or by the Archives to be of permanent value; and authorizes the destruction of those records not essential to operations after the lapse of a stated period of time. The schedule should be prepared by completing DGS 550-1, Records Retention and Disposition Schedule Form and DGS 550-1A, Records Retention and Disposition Schedule Continuation Form. These forms are available from the Records Management Division.

The records retention and disposition schedule form should include the following information:

- Name of the agency and, if applicable, division, office or unit
- Description of each record series, including the record series title and the record series description, as specified on the records survey.

The following retention periods apply for record series:

- For paper records to be preserved permanently, the schedule should provide for periodic transfers to the Archives or to a depository designated by the Archives, in accordance with, COMAR 14.18.03
- For permanent records that are microfilmed, the schedule should state that the master

camera negative shall be transferred to the Archives within 30 days of its creation, in accordance with, COMAR 14.18.05
- For permanent electronic records, including email, the schedule should provide for their transfer to the Archives, in a format that meets the criteria for permanent electronic records retention set forth in COMAR 14.18.04
- For non-permanent records, the schedule should state the length of time the records will be kept in the agency or office and, if applicable, the length of time the records will be stored in a records center
- For records with audit requirements, the schedule should state the length of time the records should be kept after the audit.

**Model Retention Schedules**

Sample General Records Retention and Disposition Schedule
Sample Municipal Retention Schedule (Town of Somerset)
Sample County Retention Schedule (Queen Anne's County)
Sample State Retention Schedule (Circuit Court)

**Retention Schedule Submission & Approval**

1. Proposed schedules must be approved in writing by a legally designated official of the agency or office before they are submitted to the Records Management Division.
2. Three signed copies of any proposed schedule and one copy of the records survey accompanying each proposed schedule must be submitted to the Division for review.
3. Proposed revisions made by the Division and approved by the agency or office must be incorporated into the proposed schedule and signed by a legally designated official of the agency or office.
4. The Division reviews the schedule, assigns a schedule number and forwards to the Archives all three copies of the proposed schedule, as amended or revised and along with the records survey.
5. The Archives reviews the proposed schedule and responds within 45 days of receiving the proposed schedule.
6. If the State Archivist approves the schedule as submitted, two copies signed by the State Archivist are returned to the Division. The Division retains one copy for its files and forwards a copy to the agency or office.
7. If the State Archivist disapproves the proposed schedule in whole or in part, the Archives returns all copies to the Division with a statement of the reasons for disapproval and recommendations for revision. The Division returns all copies of the schedule with a request to the agency or office to modify the schedule and resubmit it to the State Archivist for approval.

Approved retention schedules are on file at the Records Management Division and the State Archives. The Archives maintains approved schedules online as well:

- State agency records retention and disposition schedules
- County agency records retention and disposition schedules
- Municipal agency records retention and disposition schedules

**Retention Schedule Revision**

A schedule may be amended or revised at any time by an agency or office, or at the request of the Division or the Archives. Reasons for amendments or revisions include the creation of new record series, changes in record-keeping practices, changes in formats, and reorganization of an agency or office. To amend or revise a schedule the steps outlined in COMAR 14.18.02(F-I) should be followed.

At least once every 5 years an agency or office must review its retentions schedule or schedules to determine if they encompass all current record series. Based upon the review, an agency or office may be required to amend or revise its schedule or schedules by following the steps outlined in COMAR 14.18.02(A-E).

An agency submitting legislation that will change the manner or nature of record-keeping within that agency shall submit in advance a copy of the proposed legislation to the State Archives for review. This legislation shall be accompanied by any relevant Attorney General opinions.

### Records Disposal

**A schedule does not constitute legal authorization for the disposal of records until it has been approved in writing by the State Archivist.**

When records are destroyed in accordance with the terms of an approved schedule, the agency, office, or records center shall submit a proposal and certificate of records destruction (DGS 550-2) to the Records Management Division. This form is available from the Division. The certificate shall contain the following information:

- Title of each record series
- Schedule number or numbers, as assigned by the Division
- Inclusive dates for each record series
- Quantity of material for each record series
- Date of destruction
- Method of destruction
- Signature of a legally designated official of the agency, office, or records center

The procedure for records disposal is different for the records of the Maryland Judiciary. All offices of the Maryland Judiciary are required to submit a proposal and certificate of records destruction (DGS 550-9) and obtain approval from the state Archivist prior to records destruction. Forms and instructions for the disposal of Judiciary records are available online http://www.courts.state.md.us/circuit/retentionschedule_2330.pdf

### Records Transfer

Non-permanent State agency records may be transferred to the State Records Center. Contact Records Management Division **(410-799-1379)** to obtain information about records transfers. Agencies must complete and submit a Records Transmittal and Receipt Form (DGS 550-5) **prior to transfer**.

Permanent records **must** be transferred to the Maryland State Archives. A public record may not be disposed of without authorization from the State Archivist. The authorization shall be obtained by means of filing the schedules and obtaining approval of the State Archivist.

The Archives maintains a preliminary web-based records survey tool for agency use with instructions at http://transfer.mdsa.net. Archives staff is available to assist in the development of file specifications and procedures for transfer and retention of permanent electronic records.

Information about transferring records to the State Archives is available online:
MSA Records Transfers and Storage Management
Records Transfer Procedures
Records Condition Assessment Form
Preliminary Inventory Worksheet Instructions
Preliminary Inventory Worksheet Form
Acquiring and Assembling Records Center Boxes

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# Forms and Instructions

## Records Management Procedures

- Records Management Procedure 1-1
- Records Management Procedure 1-1
- Records Management Procedure 2
- Records Management Procedure 2

## Records Retention and Disposal Schedule Forms and Instructions

- DGS 550-1 Records Retention & Disposal Schedule
- DGS 550-1 Records Retention & Disposal Schedule
- DGS 550-1a Records Retention & Disposal Schedule Continuation Sheet
- DGS 550-1a Records Retention & Disposal Schedule Continuation Sheet
- DGS 550-4 Agency Records Inventory
- DGS 550-4 Agency Records Inventory
- DGS 550-6 Electronic Records Inventory

## Records Disposal Forms and Instructions

- DGS 550-2 Certificate of Records Disposal for State Records Management Center
- DGS 550-2 Certificate of Records Disposal for State Records Management Center
- DGS 550-9 Court Certificate of Disposal Instructions
- DGS 550-9 Court Certificate of Disposal
- DGS 550-9 Court Certificate of Disposal

## Records Transfer Forms and Instructions

- DGS 550-5 State Records Management Center Records Transmittal & Receipt
- DGS 550-5 State Records Management Center Records Transmittal & Receipt
- State Archives' Pre-transfer Record Condition Assessment Form
- State Archives' Records Transfer Procedures
- State Archives' Preliminary Inventory Worksheet Instructions for Records Transfer
- State Archives' Preliminary Inventory Worksheet for Records Transfer
- Instructions for Acquiring and Assembling Records Center Boxes

## Forms and Instructions to Request Records to be Returned to Agency

- DGS 550-8 State Records Management Center Records Request
- DGS 550-8 State Records Management Center Records Request
- State Archives' Instructions to Request Return of Records to Agency

## Measurements and Conversions to Estimate Quantity of Records

The State Records Center and State Archives use cubic feet to measure the quantity of records in their custody. Below is a conversion table to estimate the quantity of records in your agency's custody. This can be used when preparing inventories for records to be transferred to the State Records Center or State Archives. Here are the conversions:

- 1 book usually equals 0.5 cubic foot
- 1 record center box equals 1 cubic foot
- 1 letter size file drawer equals 1.5 cubic feet
- 1 legal size file drawer equals 2 cubic feet

Electronic data can also be measured to estimate storage capacity for digital information. One can easily measure the kilobytes, megabytes, gigabytes, or terabytes on a computer hard drive or a server. A compact disc usually holds 600 megabytes of data.

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This web site is provided as a courtesy of the Maryland State Archives. As you develop your records management program, you should consult with the Records Management Division of the Department of General Services and your staff counsel.

Dr. Edward C. Papenfuse State Archives Building

MARYLAND

Martin O'Malley
Governor
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# Records Management Guidance for State, County, and Local Government

**Search Records Retention Schedules:**

**Browse Records Retention Schedules** | **Print Site as PDF** | **Transfer Permanent Records to the Archives**

- Laws, Rules, and Regulations
- What is a Public Record?
- What is Records Management?
- Email Guidance
- Roles & Responsibilities
- Schedule Preparation
- Records Transfers
- Forms & Instructions
- Contact Information
- Related Links & Bibliography

## Department of General Services

Records Management Division
Richard E. Herring, Administrator (410) 799-1930
e-mail: richard.herring@dgs.state.md.us

## Maryland State Archives

Kimberly C. Moreno, Director of Appraisal and Description (410) 260-6461
email: schedule@mdsa.net

## Records Management Officers

Information to be posted soon

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## Related Links & Bibliography

### Related Links

AIIM (The ECM Association)
ARMA International
Council of State Archivists (CoSA)
ICA (International Council on Archives)
National Association of State Chief Information Officers (NASCIO)
National Association of Government Archives and Records Administrators (NAGARA)
Society of American Archivists (SAA)

### Bibliography

- AIIM
    - PDF/A: Worldwide Collaboration to Preserve Electronic Documents, *ISO Focus*, March 2006
- ARMA
    - Electronic Records and E-Discovery
        - Online Courses
        - Records Management Software
    - Standards and Best Practices
        - Standards Under Development
- CoSA (Council of State Archivists)
    - Records - Laws, Statutes and Regulations in 50 States
    - Scheduling and Disposition of Records in 50 States
    - email Policies and Management in 50 States
    - Electronic Records Management in 50 States
- ICA (International Council on Archives)
    - Electronic Records: A Workbook for Archivists, April 2005
    - Electronic Records Management: A Literature Review, April 1996
    - Guide for Managing Electronic Records from an Archival Perspective, February 1997
- NAGARA (National Association of Government Archives and Records Administrators)
    - Committee on Electronic Records and Information Systems (CERIS) Report: Status of the Preservation of Electronic Records by State Archives, 2004
    - CERIS White Paper: email Retention and Preservation
- NARA (National Archives and Records Administration)
    - Federal Records Management Regulations
    - Records Management Guidance and Regulations
    - Records Management Publications
    - Records Management Training
        - Records Management for Everyone Online Training Course
    - Toolkit for Managing Electronic Records

- NASCIO (National Association of State Chief Information Officers)
    - State Profiles
    - Publications, Records Management and Electronic Records
- Reference Model for an Open Archival Information System (OAIS)
    - This document is a technical Recommendation developed by the Consultative Committee for Space Data Systems (CCSDS) for use in developing a broader consensus on what is required for an archive to provide permanent, or indefinite long-term, preservation of digital information. This Recommendation establishes a common framework of terms and concepts which comprise an Open Archival Information System (OAIS). It allows existing and future archives to be more meaningfully compared and contrasted. It provides a basis for further standardization within an archival context and it should promote greater vendor awareness of, and support of, archival requirements.
- The Sedona Conference
    - WG1, Electronic Document Retention and Production, Sedona Work Group Publications
    - American Association of Law Libraries, Government Relations Committee and Washington Affairs Office
    - State-by-State Report on Permanent Public Access to Electronic Government Information, June 2003

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## List of Approved Retention Schedules

The Archives maintains approved records retention and disposition schedules. Schedules are available online:

- State agency records retention and disposition schedules
- County agency records retention and disposition schedules
- Municipal agency records retention and disposition schedules

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